

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
1	Statement of Purpose	1	"Assessing business requirements which might best be supported by a data mart and developing <u>an</u> <u>high</u> level design for the data mart." It should be, "Assessing business requirements which might best be supported by a data mart and developing <u>a</u> <u>high</u> level design for the data mart. . ."	Partner Systems Liaison	Change will be applied as suggested.	Updated
2	Overview	3	Document Management: The team determination referenced here holds for a "document management system", but not an imaging system.	eCAD	The team did determined that imaging was an appropriate method for getting paper documents (which do not already have corresponding electronic versions) into an electronic format so that they may then be managed by the document management system.	Updated
3	Data Warehouse Section	4	Data Warehouse (General comment):This discussion is bigger than the FP Data Mart; The connection/ relationship between FP Data Mart and other Marts/ segments of the warehouse is not totally clear.	eCAD	The Data Warehouse section of the document was updated to use the terminology of Data Mart when referring to what the FP Channel will implement in support of the Risk Modeling functionality. When the term Data Warehouse is used in this document it will refer to the Enterprise Wide implementation of a Data Warehouse. The relationships between various data marts belongs in a document that discusses the Enterprise Wide data warehouse strategy and not a document that identifies requirements for a FP Channel specific data mart.	Changed
4	Data Warehouse - Business Context Overview	6	I like the three statements listed under "Partner Systems Liaison is responsible for providing contract management-related activities..." Are they consistent with PSL's charter?	Partner Systems Liaison	In a followup discussion with Anna on 9/19/00, the decision was to leave the document as is.	No Change

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
5	Data Warehouse - Business Context Scope	8	Under Risk Modeling initiative should the system be listed?	Partner Systems Liaison	Various systems will be listed.	Updated
6	Data Warehouse - Current Environment	11	Since the FP has no responsibility for the DMCS system is it necessary to mention it at all?	Partner Systems Liaison	DMCS was mentioned only for completeness regarding the FFEL system in the event that someone outside the FP Channel reads the report. Detail about DMCS is not contained within the report since it is not the responsibility of the FP Channel.	No Change
7	Data Warehouse - Current Environment	14	LEAP makes federal funds available to <u>sates</u> to encourage... It should be "LEAP makes federal funds available to <u>states</u> to encourage..."	Partner Systems Liaison	Change will be applied as suggested.	Changed
8	Data Warehouse - Current Environment and Improvement Opportunities	14, 15, 16, 17, 18	Data Warehouse (General comment): It is not clear, in these discussions, how modernization will affect these "current environments"; nor does the following "improvement opportunities" sections help clarify the issue.	eCAD	Most of the major systems will not be "affected" by the FP Data Mart except that information will need to be extracted from them. The FP Data Mart is expected to replace some spreadsheets and to provide more centralized and better information to support the risk modeling business function.	No Change
9	Data Warehouse - Current Environment	15	First bullet says "A DBASE system uses data from PEPS. . ." It should be "A DBASE system uses data from the FFEL system . . ."	Partner Services	Change will be applied as suggested.	Changed

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
10	Data Warehouse - Current Environment	15	Will the existing dBase functionality that is currently not supported by PEPS ever be supported?	Partner Systems Liaison	Whether or not the PEPS system will be changed to support the functionality contained within the dBASE system was beyond the scope of this project. However, information that was contained within the dBASE system that supports the risk modeling business function, as identified within the report from the Risk Modeling team, will be incorporated into the FP Data Mart.	No Change
11	Data Warehouse - Current Environment	15	The word "DBASE" is used a twice. I suggest using the term "DBMS" (data base management system) or "database" to avoid confusion with the brand name dBase, unless it is appropriate.	Partner Systems Liaison	The system is really an application that was built on the dBase database management system. Capitalization will be changed to better denote the brand name.	Updated
12	Data Warehouse - Functional Requirements	22	Should all active PSL members be listed here?	Partner Systems Liaison	Update the document to say that the listed personnel were subject matter expert "liaisons" so that each individual that provided information would not need to be listed.	Updated
13	Data Warehouse - Conceptual Model - Data Model	26, 27, 28, 29, 30, 31, 32, 33	Diagrams: It appears that FP functions only puts information into NSLDS and extracts nothing; If that is, in fact, the case, these charts are too busy and repetitive to make that simple statement. (There is also an inordinate amount of detail for a conceptual model in the tables that follow; i.e. pages 28 through 33).	eCAD	For consistency, these diagrams are very similar to the diagrams that were produced by a CIO team when documenting the CFO data model. It was anticipated that there would be questions regarding these diagrams so a meeting was conducted with the data warehouse team members to explain the diagrams before the report was distributed. Anyone who would like an explanation of the diagrams may contact Nancy Krecklow at 202-651-3678.	No Change

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
14	Data Warehouse - Technical Requirements	34	"Data Warehouse Technical Requirements - Overall", I think we may take Referential Integrity (RI) into consideration as part of the technical requirement. RI is a mechanism used in the Legacy Systems relational databases to enforce relationships between data in different tables. RI enforces business rules of FP channel data mart initiatives as fact tables and dimension tables are being implemented.	CIO - Enterprise IT Management	Referential Integrity is very important in database systems. However, it relates to a lower level of detail than the purpose of this report. It will need to be considered as the project moves into the detail design and implementation phases.	No Change
15	Data Warehouse - Technical Requirements	35	Platform and Tools: These standards are still evolving; consult with Enterprise IT Management.	eCAD	The deliverable will be updated to identify these platforms and tools as the initially recommended platform and tools but that additional discussions are underway to determine a final set of platforms and tools.	Updated
16	Data Warehouse - Implementation Strategy	38	"Data Warehouse Implementation Strategy - Next Steps", I think we may want to add Role-based security - What privileges can be given, based on the functional responsibilities of the person(s) registered in that role.	CIO - Enterprise IT Management	Security to a system is very important to any system. It needs to be based upon the functions available from the system or the roles of the system users. The security approach is just one of the items that will need to be finalized during the Build and Test phase of the FP Data Mart.	No Change
17	Data Warehouse - Implementation	38	"Assign an <u>Data</u> Mart owner". It should be, "Assign a <u>Data</u> Mart owner.	Partner Systems Liaison	Change will be applied as suggested.	Changed

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
18	Document Management - Improvement Opportunities	45	Document Management: "Imaging" is introduced here as a prefix to "Document Management System" with no supporting preface.	eCAD	"Imaging" as used by the team was the method of making an electronic version of the paper-based documents for which no electronic version currently existed. Other characteristics related to "imaging" such as Optical Character Recognition (OCR) were not required by the Channel. Page 3 of the document was also updated to reflect the use of imaging as it relates to document management. The "/" between "imaging/document management" was changed to an "and" to agree with other references to this system.	Changed
19	Document Management - Improvement Opportunities	47	Best practices. First column first row of table. Reference is made to Knowledge Management tool. Seems like a switch in terminology. We did not actually get definitions for "knowledge" management, which I think is more than just "document" management. Are these terms being used interchangeably?	eCAD	The document will be updated to "document" management.	Changed

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
20	Document Management - Functional Requirements	49	Document Management: (Third bullet). Imaging, or an Imaging System, is not the only, and probably not the best, solution for the problem stated, and nowhere else in this document is there justification for implementing an FP Imaging system.	eCAD	In discussions with eCAD team members on Wednesday, Sept 13th, it was further explained that "Imaging" for the FP Channel was the method of making an electronic version of the paper-based documents for which no electronic version currently existed. Other characteristics related to "imaging" such as Optical Character Recognition (OCR) were not required by the Channel. Requirements and volume of documents from the FP Channel do not warrant their own imaging system. Instead the FP Channel wants to use the imaging capability that might be established at the Enterprise-wide level.	Changed
21	Document Management - Functional Requirements	50	6th bullet - Summary Requirement. Legal Implications - Change "promissory notes" to something like "Contracts" or "Agreement between ED and Guaranty Agency". As far as I know, Financial Partner Channel does not own any original promissory notes and would not need to view or retrieve originals. If referring to enterprise wide- Students Channel, Debt management may need them.	Partner Services	"Promissory notes" will be changed to "Contracts".	Changed
22	Document Management - Conceptual Model	52	Document Management: (Conceptual Model).This diagram needs some minor adjustments: Remove the arrow that goes from "Capture" to "Services", and incorporate an arrow that goes from User access through Net/LAN and Editing back to Personal Computers (cyclical workflow).	eCAD	Change to the diagram will be applied as suggested.	Changed

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
23	Document Management - Technical Requirements	53	Document Management: (Last bullet) Change "Reliability" to "Availability".	eCAD	Change will be applied as suggested.	Changed
24	Document Management - Implementation Strategy	57	Document Management: (Lead Paragraph). I'm not aware that CIO (specifically Enterprise IT Management) has identified an Enterprise "E-Document Management System".	eCAD	Will update the deliverable to mention that the CIO may want to consider looking at an imaging and document management system at the enterprise wide level since this functionality is needed by multiple channels, and implementing a common approach may be more beneficial to SFA than having disparate approaches.	Changed
25	Document Management - Implementation Strategy	58	Next Steps Under first bullet 2nd sub bullet. Typo? - "A contact person from each region and from director's area..." should this be possessive plural, referring to the five directors' areas under the GM? If not, which Director are we referring to? Under 2nd bullet, 2nd sub bullet. - We really should solicit solutions and recommendation for next steps from a greater group of FPC staff, especially representatives from other regional offices. But as you know the October conference is postponed. We will probably still address at the conference in January, (Feb or March). For the matrix I recommend that we change it to something like: <b>Outreach via direct communication (telephone or face to face) to solicit feedback and recommendations from other staff in FPC units.</b> This would supplement "intranet" communication. Under 3rd bullet, 3rd sub bullet. - A word appears to be missing. Add 'when'. "Identify...may be imaged <u>when</u> a standard imaging system is identified and installed.	Partner Services	For the first bullet 2nd sub bullet - added "each" before "director's" - it is intended that each of the 5 directors will have a representative. However, since there is so much paperwork in the regions, each region needs its own representative. For the 2nd bullet, 2nd sub bullet - wording was changed to "Outreach . . . FPC units" as suggested. For the 3rd bullet, 3rd sub bullet, the word "when" was added as suggested.	Changed

**Student Financial Assistance (SFA)**  
**Supporting Technologies**  
**Requirements Matrix**  
**- Changes Matrix -**

Item #	Section	Page #	Comment	Author	Modernization Partner Response	Status
26	Common Third Party Interfacing - Functional Requirements	67, 68, 69	Common Third Party Interfacing. This chart is too busy and too repetitious to add much value.	eCAD	The chart was updated to remove some redundancy when the initiating and receiving systems were the same.	Changed
27	Appendix	73	There is no Appendix.	eCAD	The appendix was a separate file. It is an Excel spreadsheet that lists all of the individual documents that are planned to be included in Phase 1 of the document management system. This final version of this file did not get distributed with the report, but was later sent to all team members.	No Change